



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
ADMINISTRATOR, SOUTHERN OFFICE AND TEACHER LICENSING	41	A	5.204

Under general direction of the Superintendent of Public Instruction, the Administrator, Southern Office and Teacher Licensing is assigned to represent the department and Superintendent to local educational agencies, postsecondary institutions, and other groups and constituencies; provide leadership and direction to the Southern Office of the Department of Education; plan, organize and direct the agency to accomplish the work of the Commission on Professional Standards in Education (CPSE); administer the State's teacher licensing and student transportation programs; and provide general oversight and supervision of the Commission on Postsecondary Education.

Represent the department and Superintendent at meetings of educational agencies, organizations, postsecondary institutions and other groups; respond to requests for information from a wide variety of groups and individuals including school district administrators, CPSE members, teacher applicants, legislators, media representatives and the public; speak for the Superintendent regarding issues both within and outside assigned programmatic areas; serve as a member of the department's management team and the department's liaison for Southern Nevada Board of Education members.

Oversee the activities and supervise staff associated with the CPSE, a statutorily authorized commission appointed by the Governor; facilitate meetings and serve as non-voting secretary to the Commission; promote CPSE goals and objectives and ensure Commission requirements are carried out; draft and review proposed legislation and provide testimony before appropriate legislative committees on behalf of the CPSE.

Plan, organize, coordinate and administer the activities of staff in the department's southern office in conjunction with program supervisors; provide for training and staff development opportunities; supervise and evaluate the performance of assigned personnel; oversee and manage office facilities including telephone and computer systems.

Direct and administer the statewide teacher licensure and teacher training program; review and approve or deny requests for licensure extension and fingerprint clearance; provide technical expertise to school districts and local and State associations regarding requirements and restrictions related to specific teaching licenses and endorsements; to ensure teachers are placed in assignments consistent with their qualifications and licensing; interpret licensure statutes and regulations to determine eligibility of applicants that do not meet standard forms of experience and educational background; recommend licensure revocation as appropriate.

Direct and administer the statewide school transportation program including the development and implementation of school bus standards and bus driver training and standards; review and approve the written proficiency examination for school bus drivers; interpret and implement applicable regulations, policies and procedures; prepare and submit comprehensive mandated reports and represent the State at local and national school transportation meetings.

Develop and submit annual budgets for assigned programs and the southern office; evaluate budget requests in relation to the needs, priorities and goals of the southern office; review and approve expenditures for supplies, equipment purchases and repairs, travel and other items; prepare budget recommendations and justifications as requested.

Ensure compliance with all educational statutes including State laws and regulations, federal program rules and guidelines, and departmental policies and procedures; interpret, apply and explain program requirements; maintain current knowledge of pertinent State budgetary, purchasing and personnel administrative regulations.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

SPECIAL NOTES AND REQUIREMENTS:

- * Possession of a conditional license to teach in Nevada is required at the time of appointment.
- * Possession of a valid license to teach in Nevada is required throughout employment.
- * Possession of a valid driver's license is required.

EDUCATION AND EXPERIENCE: Master's degree from an accredited college or university in education, education administration, public administration or closely related field and three years of experience in education administration which included responsibilities for program development and implementation; policy development; supervision of staff; promoting agency goals; and program evaluation.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: principles and practices of management and supervision; teacher licensing laws and regulations including education and experience requirements, endorsements and specialty assignments; motor vehicle laws applicable to school transportation; State standards governing equipment requirements for school buses and training requirements for school bus drivers; basic financial processes sufficient to develop budgets and account for expenditures. **General knowledge of:** university programs that offer degrees in education that qualify for licensure; National Collegiate Association of Teacher Education (NCATE) policies and requirements for university accreditation, as it relates to State accreditation for training of teachers; State standards leading to approval of education programs within the State's universities for teacher licensure; mission and organization of the Department of Education. **Ability to:** read, comprehend and interpret administrative materials including State and federal laws, regulations, directives, manuals, trade and business publications, budgets and research reports; write grammatically correct business correspondence, comprehensive and analytical narrative and statistical reports, legislative proposals and other materials; communicate complex concepts clearly to various groups and individuals; make oral presentations to groups of various sizes; plan, organize, coordinate and manage the activities of the department's southern office; supervise and evaluate the performance of assigned personnel including the Administrator, Commission on Postsecondary Education (CPE); represent the department and Superintendent at meetings with education administrators at the elementary, secondary and postsecondary school level, legislators, media representatives and the public; serve as a member of the department's management team; develop, implement and evaluate statewide education programs; prepare and control assigned budgets; oversee and manage office facilities including telephone and computer systems; work effectively with diverse individuals and groups in the educational community; establish and maintain cooperative working relationships with others at all levels within and outside the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: departmental policies and guidelines applicable to assigned program areas; State budget and personnel administration; mission, goals and activities of the CPSE. **Ability to:** provide leadership and direction to professional and administrative support staff in the southern office; make final decisions regarding teacher eligibility for licensure and license revocation; testify before legislative bodies to present new regulations, justify budget requests and explain technical aspects of assigned program areas.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

5.204

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REVISED: 1/20/80
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